



CRIME ANALYST I/II

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of complex research related duties involved in the collection, analysis, and dissemination of crime and other relevant information.

Distinguishing Characteristics:

Crime Analyst I

This is the entry-level class in the Crime Analysis series. This class is distinguished from the Crime Analyst II by the performance of the more routine crime analysis duties such as developing regular crime and calls for service bulletins; conducting and presenting historical analysis on both general and specific crime and calls for service information; undertaking tactical crime analysis, and assisting with comprehensive research projects. Since this class is typically used as a training class, employees may have only limited related work experience.

Crime Analyst II

This is the full journey level class within the Crime Analyst series. Employees within this class are distinguished from the Crime Analyst I by the performance of the full range of duties as assigned including all facets of crime analysis functions (strategic, administrative, and tactical); conducting comprehensive research projects; and supervising the tactical crime analysis function.

Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating practices, policies, and procedures of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Crime Analyst I, or, when filled from the outside, require a minimum of two years of prior crime analysis and/or social science research experience, preferably in a public agency. Appointment to the higher class requires that the employee be performing the full range of duties assigned to the class.

Supervision Received and Exercised:

Crime Analyst I

Receives general supervision from higher-level management staff.

Effective November 1988

Revised April 1999

April 2005 (slight changes to responsibilities, added preference to training guidelines).

CITY OF TEMPE
Crime Analyst I/II (continued)

Crime Analyst II

Receives direction from higher- level management staff. May exercise functional and technical supervision over less experienced staff. Provides general supervision for the tactical crime analysis function.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Provide consultation services to police and City personnel on how to appropriately address and carry out research questions/issues.
- Collect, manage, analyze, and interpret data and statistics using quantitative and qualitative methods; effectively apply research methodology.
- Prepare and present complex and detailed statistical reports, charts, graphs, and maps.
- Interact and work effectively with Police personnel, other City employees, other law enforcement agencies, the media, and the community on crime analysis/research issues; and respond to requests for various information and statistical reports.
- Use computer databases, electronic spreadsheets, desktop publishing, word processing, and statistical applications to manipulate, analyze, and present data.
- Communicate clearly and concisely in both oral and written form and effectively disseminate information.
- Conduct resource allocation studies for budgeting and scheduling purposes.
- Conduct beat reconfiguration studies; prepare staffing analysis.
- Provide information to police, City administration, and City Council for decision-making purposes; present analysis and statistics in various internal and external forums; and participate and provide information to police/City committees.
- Develop and undertake comprehensive surveys.
- Conduct comprehensive research projects, including assisting with program evaluation studies and other administrative studies as assigned.

CITY OF TEMPE
Crime Analyst I/II (continued)

- Maintain the Crime Analysis Web Page.
- Study current literature on research methodology and police issues, and make appropriate recommendations for improvements in crime analysis practices.
- Write crime analysis related articles to be placed in the Department newsletter and on the Crime Analysis Web Page.
- Prepare and update protocol on crime analysis related activities.
- Assist in the development and implementation of new programs, procedures, methods, and systems.
- Use geographical information systems to analyze and present information; create database queries.
- Provide crime analysis training to police and City personnel, outside professional groups, and other agencies/individuals/groups visiting the Police Department.
- Responsible for managing the non-paid internship programs.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Crime Analyst I

One year of responsible analytical/social science research is preferred. Experience using the following software is preferred: SPSS, ArcView/ArcGIS, and Microsoft Office applications (Excel, Word, Access, and Powerpoint).

Crime Analyst II

Two years of progressively responsible strategic and administrative crime analysis or applied social science research experience. Experience using the following software is preferred: SPSS, ArcView/ArcGIS, and Microsoft Office applications (Excel, Word, Access, and Powerpoint).

CITY OF TEMPE
Crime Analyst I/II (continued)

Training:

Crime Analyst I

Possession of a Bachelor's degree from an accredited college or university with major course works in the social sciences or a related field.

Crime Analyst II

Possession of a Bachelor's degree from an accredited college or university with major course works in the social sciences or a related field. A Master's degree is highly desirable.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 3661 / 3660

Salary Range: 26 / 31

FLSA: Exempt